

15 SEP 1982

MEMORANDUM FOR: Chief, P&CMS/OP

FROM:

[redacted]
Deputy Chief, Position Management
and Compensation Division

STAT

SUBJECT: PMCD Training Seminar

Ken:

1. During the recent Position Management and Compensation Division conference, the use of the Supervisory Grade Evaluation Guide (SGEG), a classification guide used to determine the grade levels of positions with supervisory responsibilities, was widely discussed with the result that PMCD must work to ensure a more uniform Agency application and, where applicable, to modify this tool to suit Agency needs.

2. The Office of Personnel Management recently introduced a new position classification course on SGEG, and we enrolled a Position Management Officer, [redacted] in this course to assess its value to other Position Management Officers. His response was favorable. As a result, we are exploring with [redacted] an external position classification instructor the possibility of presenting a two-day SGEG training course in the Ames Building. We anticipate enrolling 15-18 PMCD officers. [redacted] will charge \$725 to teach this course; OPM charges \$200 per student for the same course, also taught by [redacted]. By offering this as an internal training course, we will be able to tailor it to specific Agency classification requirements and will save between \$2,275 and \$2,875 over the OPM tuition for the same number of participants.

3. In view of the importance of this training to PMCD and the potential savings to the Agency, I would appreciate your early confirmation of the availability of funds and approval to schedule a two-day internal SGEG training seminar on 21/22 October 1982 using the services of [redacted]. Please advise me.

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[redacted]

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9/17/82

DATE

10/4/82

DATE

UNCLASSIFIED